

PERSONNEL BOARD
Trustee's Room at the Library
Wednesday, April 27, 2015 @ 7:30 PM

Present: S. Crown, T. Delaney, J. King, E. Richter, Town Administrator L. Sanders, Chairman D. Kearns.

Topic	Discussion	Action
Meeting Minutes:	The minutes of the 3/9/15 Personnel Board Meeting were reviewed.	T. Delaney moved to approve the 3/9/15 meeting, seconded by E. Richter, Vote: 4-0. D. Kearns abstained as he was not present on 3/9/15.
Old Business:	<p><u>Time off Survey of Surrounding Communities</u>: To encourage participation, we will offer that a copy of the survey will be furnished to those communities that participate in the survey.</p> <p><u>Human Resource Positions</u>: S. Crown inquired about the outcome of the H/R positions at Town Meeting. The H/R Asst. position is part time at \$16,000 and there is a \$16,000 stipend for the Director.</p>	Before the next Personnel Board meeting some communities will be surveyed.
New Business	<p><u>Personnel Board Meeting Minute Revision Request</u>: Pat Brown and Linda Emerson, from the Town Clerk's office were present; they requested the minutes of the 10/1/14 Personnel Board meeting be revised. Individual staff member names were listed with information relative to their annual performance evaluation. The comments relevant to the evaluation were requests to the specific manager to obtain additional information or provide greater details. T. Delaney stated that shouldn't the minutes reflect what occurred at the meeting. It was recommended that the positions of the staff members be detailed. S. Crown said most of the comments were very limited and could be removed. L. Emerson said there is a privacy exemption. J. King said these comments are very vague; he doesn't understand how anyone could take offense here.</p> <p><u>Technical Support Specialist Salary Review increase to \$37,000</u>, M. Vieira said M. Hitschler couldn't be here tonight, he is out of the area. He reported that \$42,000 is the average salary for this position in Belmont, Winchester, N. Andover, and Reading. This is a 35 hr/week position;</p>	<p>D. Kearns moved that the 11/1/14 minutes be revised to delete the 14 names and state that 14 evaluations were returned through the Asst. Town Administrator for further clarification, seconded by E. Richter, Vote: 5-0.</p> <p>E. Richter moved to defer this until M. Hitschler can attend a meeting to make</p>

<p>the existing base salary for this position is \$35,200. The advertised range was \$34,000 to \$38,000; \$35,200 is in the schedule. S. Crown was involved with the interviewing process and said this individual has limited experience. S. Crown said to make this request; it should be for a candidate with extensive experience. An offer was extended by this manager; process was not followed.</p> <p>It was stated that M. Hirschler can bring this back to a subsequent meeting with justification, or an offer of \$35,200 can be extended. The Asst. Town Administrator will relay this decision to M. Hirschler.</p> <p><u>Per Diem Civilian Dispatcher Recruitment:</u> 3-4 individuals were interviewed by the Lt., a sergeant, the office manager and the chief of police, they narrowed it down to two finalists for two positions. M. Vieira interviewed one; that individual is on the agenda for tomorrow's Board of Selectmen meeting. The second candidate is in process. T. Delaney inquired if there were sufficient staff now. The Asst. Town Administrator said it's a bit tight, one dispatcher is on leave.</p> <p><u>Personnel Board Member Recruitment:</u> T. Delaney is not accepting another appointment; his term is up 6/30/15. It was stated that it is helpful that anyone appointed should have Human Resource experience.</p> <p><u>Merit Bonus Pool:</u> D. Kearns stated that the budget for the Merit Bonus Pool for FY '16 was not increased as requested, but is level funded at \$35,000 so the average bonus for each eligible staff member will be reduced from FY '15.</p> <p><u>Budget Review:</u> The Town Administrator said various groups in town will be meeting to review large budget items to brainstorm ways to reduce costs. The Personnel Board will be looked to for OPEB (Other Post-Employment Benefits) and Health Insurance cost discussions.</p> <p>9:00 pm: Meeting adjourned</p>	<p>this request, seconded by J. King, Vote: 1-4, not approved.</p> <p>T. Delaney moved that we deny this request as there is no justification, seconded by D. Kearns, Vote: 5-0.</p>
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Next Meetings: Monday, 5/18/15 at 7:30 pm in the Trustee's Room at the library. An agenda item will be the annual performance evaluation form. A Monday, 6/15/15 meeting is also scheduled at 7:30 pm in the Library Trustee's Room.